

KATHY COULTER
Clerk of Circuit Court
Russell County, Alabama



501 14TH Street
Phenix City, AL 36867
334-298-0516

REQUEST FOR COURT DOCUMENT SEARCHES AND/OR COPY FEES

TYPE OF SEARCH	AMOUNT
Computerized (Cases filed after January 1, 2005)	10.00
Archived records (Cases filed prior to January 1, 2005)	25.00
1-20 pages	5.00
Each additional page	.50
Certification	5.00

To receive copies of Circuit or District Court pleadings or files, complete the request form on the reverse side of this document and return it to the Office of the Russell County Circuit Clerk with applicable fees.

FEE SUMMARY	-	REQUEST FOR
➤ \$15.00	-	Cases filed after January, 2005
➤ \$30.00	-	Cases filed prior to January, 2005
➤ \$ 5.00	-	Copy of SJIS Case Information (per case)
➤ \$ 5.00	-	Copy of SJIS Payment History (per case)

(Additional \$5.00 for each certification)

If you are uncertain of the year the case was filed, you should send maximum amount. Any overpayment will be refunded. Cash accepted for requests made in person. Requests by mail must include money order. (Personal checks not accepted.)

Russell County Circuit Clerk
501 14th Street
Phenix City, AL 36867

(Request form on back)

REQUEST FOR COURT DOCUMENT SEARCH AND/OR COPIES

RUSSELL COUNTY, AL

DATE: _____

SUBMIT SEPARATE FORM FOR EACH REQUEST WITH PAYMENT.

Specify exactly what you need: _____

☐ Information

☐ Copies

Identifying Information i.e., Name(s), Alias, DOB, Last 4 digits of SS#: _____

Case Type and/or Charge: _____

Approximate year(s) and Case Number(s), if known: _____

Certification required?

☐ Yes

☐ No

Request delivery of documents by?

☐ USPS

☐ EMAIL

☐ PICK-UP

*You will be contacted upon
completion of search for pick-up.*

Contact information of individual requesting record search and/or copies:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number(s): _____

Email Address: _____

The Circuit Clerk and employees of the Circuit Clerk are not responsible for any errors in the information supplied and are not liable for any use or disclosure of said information. This office maintains Russell County Circuit and District Court records only and cannot supply Federal or Municipal records or records from other counties or states.

Requests must be submitted on this form.

Please allow one week from date of request.

Cases prior to 1977 may take additional time to research.

Search fees apply even if the record search produces no results.

**Fees apply to all requesting parties, including
law enforcement and government agencies.**